

Residence Life: Live-In Guest Policy

Requirements applied only to guests who are staying longer than seven days.

1. Both individuals must be at least 18 years old.
2. Have known each other for a period of at least three months.
3. The live-in guest must agree to and pass a background check conducted by McKendree University. The cost of the background check is at the expense of the staff member/guest.
4. Staff members must gain prior approval from the Director of Residence Life to have their guest live with them. The Resident Director must keep the Office of Residence Life up-to-date on who is living with him/her prior to that individual's arrival/departure.
5. Individual(s) living with the staff member must comply with the policies and procedures specified in the residence life employee contract, university policy, and all federal, state and local laws.
6. The staff member is responsible for his/her own live-in guest's behavior and will be held accountable for their actions. Because the staff member's actions are constantly being observed by residents and students of the university, the staff member must ensure that the live-in guest's behavior does not call into question their own professionalism or the integrity of the Office of Residence Life. Should the Director of Residence Life find that inappropriate behavior is affecting the efficiency of the staff member's position the guest may be dismissed indefinitely.
7. The guest will be issued a key and key card if needed. The staff member is ultimately responsible for distribution and possession of the key.
8. The staff member will not be able to charge his/her guest(s) for rent as the apartment is provided by the office.
9. The staff member shall not delegate any job responsibilities to their guest.
10. The live-in guest shall not enter any student's room at any given time, nor offer any university sponsored direction. If the live-in guest becomes aware of student need, he/she should alert the staff member on call or Public Safety.
11. Loss or damage to a guest/staff member's personal property is the responsibility of that individual. This includes, but is not limited to, personal vehicles.
12. A staff member is limited to one guest at a time, unless guests are related.
13. In the event that a guest is dismissed, they must vacate the premises and complete all necessary paperwork within 48 hours.
14. This policy does not guarantee domestic partner benefits as sponsored by McKendree University, i.e. health, retirement benefits, etc.
15. This policy is for room only. The guest will not be provided with a meal plan.
16. McKendree University reserves the right to reassign the staff member at any given time where they may be needed.
17. The Director of Residence Life may waive any or all requirements on a case by case basis.